



# ALCOHOLIC BEVERAGE CONTROL

## OPEN - CONTINUOUS STATEWIDE

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

**APPLICATION DEADLINE:** Applications must be submitted by one of the final filing dates listed below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will be held for the next final filing date. Testing is continuous and the eligible lists are merged.

**Final Filing Dates: September 30 and March 31**

The entire examination will consist of a written test weighted 100.00%. It is anticipated that written examinations will be held shortly after each final filing date.

**OPEN-STATEWIDE:** Alameda, Fresno, Humboldt, Kern, Los Angeles, Monterey, Orange, Riverside, Sacramento, San Diego, San Francisco, San Joaquin, San Luis Obispo, Santa Barbara, Santa Clara, Shasta, Sonoma and Sutter counties.

Positions exist in various locations listed above with the Department of Alcoholic Beverage Control.

### WHERE TO APPLY:

Candidates must request a special scannable STATE APPLICATION FOR EXAMINATION (SPB 679) form, from the Department of Alcoholic Beverage Control. A request may be made by contacting the Northern California job line at (916) 263-6852, the Southern California job line at (562) 860-4351, or the Department's Internet address at [personnel@email.abc.ca.gov](mailto:personnel@email.abc.ca.gov). A candidate's request must indicate their name, mailing address and telephone number. A request may also be submitted in writing to:

Department of Alcoholic Beverage Control  
Attention: Application Request - Investigator I, ABC  
3810 Rosin Court, Suite 150  
Sacramento, California 95834

Special scannable STATE APPLICATION FOR EXAMINATION (SPB 679) forms are also available at Department of Alcoholic Beverage Control field offices.

Submit requests only to the address indicated above. **DO NOT SUBMIT REQUESTS TO THE STATE PERSONNEL BOARD.**

### HOW TO APPLY:

Candidates must complete and submit a scannable STATE APPLICATION FOR EXAMINATION (SPB 679), to the Department of Alcoholic Beverage Control at the address noted above, by the final filing date. **NO OTHER APPLICATION FORM WILL BE ACCEPTED FOR ANY REASON.**

Candidates who meet the entrance requirements for the Investigator Trainee, Alcoholic Beverage Control, and Investigator I, Alcoholic Beverage Control examinations, may file for both examinations on a single State Application (SPB 679). However, you must write in the complete title of each examination you wish to take on Page 1 of the Application for Examination (SPB 679).

If you have a disability and need special testing arrangements, please complete the "Must Be Completed" section on page five of the State Application (SPB 679). You will be contacted to make special arrangements.

This is an open examination, applications will not be accepted on a promotional basis.

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

**SALARY RANGE:** Range A \$3,307 - \$3,797  
Range B \$3,775 - \$4,546

Range A: This range shall apply to individuals who do not meet the criteria for payment in Range B.

Range B: This range shall apply to persons who have possession of the Peace Officer's Standards and Training basic certificate and have satisfactorily completed either: 1) the equivalent to twelve months of Investigator I, Alcoholic Beverage Control, Range A or 2) two years of experience beyond the experience required to satisfy minimum qualifications for the class as a peace officer in an investigative assignment performing civil, criminal or narcotics law enforcement work and the equivalent to completion of two years of college with a major in police science, criminal justice, administration of justice or law enforcement. Experience as a peace officer must fall within the definitions in Section 830.1, 830.2, or 830.3 of the California Penal Code. (Experience in state service applied toward this requirement must

include at least one year performing the duties of a class with a level of responsibility not less than that of an Investigator I, Alcoholic Beverage Control, Range A).

### THE POSITION:

Under direction of a higher level investigator, Investigator I, Alcoholic Beverage Control, Range A, conducts licensing and enforcement investigations which may include interpreting rules, regulations and procedures and advising applicants; conducting investigations of criminal and administrative violations; interviewing witnesses; preparing detailed reports; recommending approval or denial of applications; making physical arrests; testifying in criminal and administrative hearings; and assisting higher level investigators in the more difficult investigations. Investigator I, Alcoholic Beverage Control, Range B, is applied to experienced investigators who have demonstrated the ability to perform difficult licensing and enforcement investigations with increased independence and responsibility.

### EXAMINATION LOCATIONS:

It is anticipated written tests will be conducted in the Sacramento, San Francisco Bay, Los Angeles and San Diego areas. However, locations may be changed as conditions warrant.

### EXAMINATION ADMITTANCE REQUIREMENTS:

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to be certain you meet the education and/or experience requirements stated below. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.

### MINIMUM QUALIFICATIONS:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

#### Either I

**Education:** Equivalent to graduation from college or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 with either: 1) a major in criminal justice, law enforcement, criminology, administration of justice, public administration or auditing; or 2) a minor (21 semester units or 31.5 quarter units) in criminal justice, law enforcement, criminology, or administration of justice with evidence that an internship and the following courses have been completed: introduction to criminal justice; introduction to criminal law; basic investigation; evidence; criminal procedure; and philosophy of law. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment).

#### Or II

**Education:** Equivalent to completion of two years of college with a major in police science, law enforcement, criminology or administration of justice; and  
**Experience:** Two years of experience as a police officer/deputy sheriff performing preliminary investigative work as part of the regular enforcement activity.

#### Or III

**Education:** Equivalent to completion of the twelfth grade; and, **Experience:** Either: 1) One year of experience in the California state service performing duties comparable to an Investigator Trainee, Alcoholic Beverage Control, or in an investigative assignment in the class of Management Services Technician, Range B (six months of service as an Investigator Trainee or Management Services Technician, Range B, will admit applicants to the examination, but they must satisfactorily complete one year of experience in either of these classes before they can be considered eligible for appointment); or 2) one year of experience as a police detective or an investigator performing comparable investigative work in a public or private agency or in the armed forces.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

INVESTIGATOR I,  
ALCOHOLIC BEVERAGE CONTROL

VP82-7554

CONTINUOUS FILING  
(Rev. 08/01)

**ELIGIBLE LIST INFORMATION:**

A single eligible list will be established for the Department of Alcoholic Beverage Control. A candidate's eligibility will be established for 12 months. Eligibility will expire 12 months after it is established. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date.

A separate eligible list will be established for Investigator I, Alcoholic Beverage Control and Investigator Trainee, Alcoholic Beverage Control.

Veterans Preference Credit will be granted in this examination. See "General Information" on this bulletin for information regarding Veterans Preference Credit.

Career credits do not apply.

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

**Felony Disqualification:** Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for or be appointed to positions in these classes. (See "General Information" below for information regarding felony disqualification.)

**Special Personal Characteristics:** Aptitude for investigation work; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to work odd and irregular hours in various locations throughout the State; keenness of observation; good memory for names, faces, places and incidents; emotional stability; tact; maturity; poise; reliability; willingness to associate with criminally inclined persons and environments; satisfactory record as a law-abiding citizen; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities or by well-defined occupational or vocational interest; ability to qualify for a fiduciary bond; possession of a valid California driver's license; and the ability to work under stress and adverse conditions. Use of "hard drugs" (e.g., heroin, cocaine or hallucinogenic) after the applicant's 18th birthday is grounds for disqualification unless 10 years has elapsed from the date of the disclosed use of the drug.

**Special Physical Characteristics:** Good health; sound physical condition; freedom from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer; effective use of both hands, strength, endurance and agility; normal hearing; normal vision (20/20) or vision corrected to normal; normal color vision as assessed by the Farnsworth-Munsell D-15 Test; and, weight proportional to age and height.

**Background Investigation:** Pursuant to Government Code Section 1031(d), persons successful in this examination shall be required to undergo a thorough background investigation prior to appointment. If you are successful in this examination and are selected for background investigation, you will be required to complete a personal history statement which will require the disclosure (with the exception of the three items listed under Felony Disqualification under General Information) of information on arrests regardless of conviction, felony and nonfelony convictions and driving violations. The information obtained by this document will be used to conduct a background investigation to determine your suitability to become a peace officer. Information collected for a background investigation after the examination is distinct from that required on the State Application (Std. 679) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the State Application (Std. 679).

**Psychological Screening Test:** Pass/Fail - Existing law requires psychological suitability examinations be completed prior to appointment date. Persons unsuccessful in these examinations cannot be appointed as a peace officer. This test will consist of a written examination and an interview by a psychologist.

**Medical examination:** Pass/Fail - Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Minimum Age:** Minimum age at time of appointment is 21 years. Applicants must indicate the date of birth on the application.

**EXAMINATION INFORMATION:**

A candidate may be testing only once in a 12 month period. This examination will consist of a written examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**WRITTEN TEST - WEIGHTED 100.00%****Scope of Written Test:**

- A. Knowledge of:
  1. Investigation techniques and procedures, rules of evidence and court procedures.
  2. Laws of arrest.
  3. Search and seizure and legal rights of citizens.
  4. Service of legal process.
  5. Duties of Federal, State and local law enforcement agencies.
  6. Civil, narcotic and criminal investigation techniques.
  7. Interview and interrogation techniques, processes and procedures.
  8. Provisions of the California Penal Code and the Code of Civil Procedures.
  9. California Penal Code sections frequently used in the enforcement of Alcoholic Beverage Control laws.
  10. Sources of information used in locating persons.
  11. Procedures of the Office of Administrative Hearings.
- B. Ability to:
  1. Develop techniques, methods and skills required in the conducting of civil, narcotic and criminal investigations.
  2. Participate effectively in surveillance investigations and interviews.
  3. Determine the age of persons in and about licensed premises.
  4. Interpret and apply laws and regulations to specific situations.
  5. Gather and analyze facts and evidence and present such evidence as required.
  6. Analyze situations accurately and adopt an effective course of action.
  7. Exercise good judgment.
  8. Follow oral and written instructions.
  9. Speak effectively and prepare reports in clear, concise form.
  10. Deal with law enforcement problems tactfully and effectively.
  11. Deal effectively with members of the public and co-workers.
  12. Establish and maintain effective working relationships with Federal, State and local law enforcement and district/city attorney agencies.
  13. Work independently.
  14. Assume the full responsibilities of a law enforcement officer.
  15. Act in the various roles necessary to conduct undercover investigations in a variety of settings.
  16. Make physical arrests.
  17. Appear as an expert witness.

**NOTIFICATION:** Qualified applicants will be notified by mail of the exact date, time and location of the written examination.

Persons convicted of a misdemeanor crime of domestic violence are disqualified from being employed as a peace officer with the Department of Alcoholic Beverage Control pursuant to the Gun Control Act of 1968 as recently amended by the Federal Omnibus Consolidated Appropriations Act of 1997. An exception is made for those individuals for whom the conviction has been expunged, set aside, pardoned, or the person has had civil rights restored (if the law of the applicable jurisdiction provides for the loss of civil rights under such an offense) AND the person is not otherwise prohibited from possessing firearms or ammunition.

**GENERAL INFORMATION**

Applications are available at the Department of Alcoholic Beverage Control, 3810 Rosin Court, Suite 150, Sacramento, California, 95834. You may contact the Northern California job line at (916) 263-6852, or the Southern California job line at (562) 860-4351 for further information.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated by any one of the ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Felony Disqualification:** You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in the State or any other state; 2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been found not guilty by reason of insanity of any felony; 5) you have been determined to be a mentally disordered sex offender, or 6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted and committed to a State institution. If you have been convicted of a felony, you may answer "no" on the application (SPB 679) if your conviction(s): 1) have been sealed under Penal Code Section 851.7, 851.8, 1000.5, 1203.45 and Health and Safety Code Section 11361.5; 2) have been expunged or are expungable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; or, 3) were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

**Veterans Preference Credits:** Veterans preference points are allowed for entrance examinations held on an open basis. Directions for applying for veterans' points are on the veteran preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, California 95807.

California Relay System telephone number for the Deaf and Hearing Impaired:

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922